

# Greyhills Academy High School

Human Resource Department

Telephone: (928) 283-6271

FAX (928) 283-6604

---

**CHECKLIST:** Attach the following documents to your Employment applications.

- Employment Applications
- Certificate of Indian Blood, is required for claiming Navajo/Indian Preference
- AZ State Teacher Certification **(For Certified personnel)**
- Copy of College transcripts
- AZ State DPS Fingerprint Card; optional for Classified **(For Certified Personnel)**
- Three (3) letters of Recommendation - current up-to-date.
- DD Form 214 for claiming Veteran preference
- CPR & First Aid,
- Food Handler's Permit
- Navajo Nation Tribal Background Clearance.** The Navajo Nation Information Management Section is located behind the Navajo Police Department in Window Rock, Arizona.

◆ Office hours: Monday through Friday, 8:00 a.m. to Noon.

◆ FEE: **\$15.90** money order. **Check with IMS on correct fee.**

◆ Telephone Number: **(928) 871-7621.** **Call the office before you travel out to Window Rock due to Tribal Holidays.**